

Bomb Threat Procedures (page 1 of 2)**Bomb Threat Procedures**

In the face of an ever increasing number of bombings and bomb threats directed toward public transportation throughout the nation, it is imperative that a plan of action be developed for METRO employees most likely to receive bomb threats via telephone.

Primary Objectives

To initiate the use of a bomb threat checklist for determining the course of action to be taken in the event of a bomb threat.

To provide training of personnel who will utilize the bomb threat checklist.

Utilization of these guidelines and decisive courses of action to be taken in response to threats will result in the safety of all concerned.

Receipt of Bomb Threat

Upon receipt of a telephoned bomb threat, utilization of the attached Bomb Threat Checklist is imperative. A Bomb Threat Checklist will be readily accessible to all METRO personnel who either answer a telephone on a regular basis (Customer Service, PBX Operators, Receptionist), or may otherwise be in a position to receive a telephone bomb threat. In addition, the above personnel will receive in depth training in the use of this form.

A signal has been devised whereby a bomb threat recipient can alert co-workers that a bomb threat is being received. This signaling system will allow a co-worker to listen to the threat and help gather information.

The signaling device will be an 8" x 12" poster card with the inscription "BT". The "BT" stands for Bomb Threat. Upon receiving a bomb threat, the recipient should pick up the card and display it to fellow co-workers. This procedure will sufficiently alert co-workers without alerting the threatener or general public.

Questions to Ask

1. When is the Bomb going to explode? The answer to this question may tell how much time you have to evaluate and respond to the threat. For example, if the threatener replies, "It's going to go off this afternoon," the recipient may want to ask "What time this afternoon," in an attempt to accurately pinpoint the planned time of detonation.
2. Where is the Bomb right now? This question may be followed by several others in an attempt to pin down the exact location of the bomb, if any. For example, if the threatener replies "It's in the Pass Card Center," the next question should be "Where in the Pass Card Center?" Responses to these questions will help in determining whether or not the threatener has really identified or knows his target and will assist in determining which areas should be given priority in search operations.

Sometimes a false lead may serve to destroy the credibility of the threat. For example, the threatener says, "There is a bomb on your bus," the response he hears back is "Oh no, do you mean that special bus with all those poor crippled kids on it?" (there is no bus with crippled kids on it). If he responds "Yes, that's the one, I'm going to blow all those kids away." You know that his credibility is considered lessened by his acceptance of the false lead.

Source: Emergency Management Plan of the Metropolitan Transit Authority of Harris County

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3. What does it look like? The response to this question may give a hint as to whether you are looking for an “open” bomb (components obviously identifiable) or a closed bomb (components or entire bomb concealed or disguised).
4. What kind of bomb it is? The threatener’s reply may give you some insight into his expertise in the explosive area. If he had identified himself as representing a certain group, his response and your intelligence assessment of the group’s capability will be helpful in evaluating the threat.
5. Did you place the bomb? This question will enable the threatener to state his complaint or vent his anger and tell why he is making the threat and/or has planted the bomb.
6. Why? In answering this question, he may identify with some group, and that information can be correlated with his response to question #3.
7. What is your address? Surprisingly enough, people do have a habit of replying to this question without thinking.
8. What is your name? Surprisingly enough, people do have a habit of replying to this question without thinking.

Callers Voice

When completing the checklist, check the spaces which apply. Also check the spaces for sex, approximate age, race, and length of call.

Background Sounds

Listen for noises that might help in determining where the call was made.

Threat Language

Determine if caller is educated, foul mouth, incoherent, etc. Keep the caller on the line as long as possible. Ask the caller to repeat the message. Make sure you write the exact wording of the threat. If more than one person heard the threat, then each should make separate accounts of what was said, in order to obtain a complete and accurate dialogue.

Once the threatener has hung up, contact the METRO Police Department at 635-5550. The threat must be evaluated in order to determine its validity. Information received by the recipient and recorded on the Bomb Threat Checklist will assist METRO Police in determining the response actions to be taken. Once a decision has been made concerning what action is to be taken, notification will be made to persons who have been previously identified as having an active role in the actions being taken.

In-service training in the use of the Bomb Threat Checklist can aid police in search and evacuation procedures, as well as assisting in the investigative phase of the threat.

Source: Emergency Management Plan of the Metropolitan Transit Authority of Harris County